

## Parochial Church Council Minutes

### Parochial Church Council

6th February 2023, 7.30pm

B&A Gloucester Road

Name		Present	Apology	Name		Present	Apology
James Stevenson	JS	Y		Wayne Massey	WM	Y	
Claire Pengelly Scott	CPS		Y	Steve Myerscough	SM	Y	
William Bevan	WB		Y	Jeremy Peters	JP	Y	
Gayle Bryant	GB	Y		Kirsten Dykes	KD		Y
Jane Auld	JA		Y	Michael Hillman	MH	Y	
<b>Staff Team Members Present</b>							
Liz Gaulton ♦	LG			Wendy Massey ♦	WJM		
Matti Shannon ♦	MS	✓		Ellen Crane ♦	ES		
Ann Tizzard ♦	AT			Kate Soar ♦	KS		
Lindsay Davey ♦	LD			Judith Stewart ♦	JthS		
Sarah Yates ♦	SY			Gail Butt ♦	GBu		

♦ Non-voting member

1	Governance	Actions
1.1	<u>Apologies</u> Apologies noted above.	
1.2	<u>DBS Clearances</u> Latest DBC clearances shared with PCC. Kirstin Dykes   12/12/2022   1810874581   Application: Kids & Youth  Mike Hillman   22/12/2022   1812159660   Application: Licensed Lay Minister	
1.3	<u>Approval of Previous Meeting Minutes</u> <b>Proposed: JP</b> <b>Seconded: JS</b> <b>Vote: Unanimous</b>	
1.4	<u>Matters arising</u> WM spoke to Jacki Uren about restricted funds. Her advice is to take no action at this stage as would be unnecessary effort to close accounts and they are providing income currently.	
		<b>WM</b>

	<p>Agreement to discuss safeguarding at next PCC meeting to get full report on safeguarding checks and policies.</p> <p>MH has discussed RAs with MS and is in process of creating a dashboard/playbook for RAs to enable PCC to have better oversight of RA process without getting into detail of each RA.</p>	
<b>2</b>	<b>279 Move</b>	
2.1	<p><u>Proposed building usage in first phases alongside proposed works and costs for Move In to Jan 2024.</u></p> <p>MS confirmed that the current proposals for works and usage of building are not set in stone. They are an initial plan that may change in future years but the hope is that we get the things right first time.</p> <p>PCC registered their gratitude toward JP, MS, WB and WM for their hard work on the 279 project.</p> <p>The PCC discussed the 279 proposal document and opportunity was given for questions. Query about the suggested need to put in more toilets - it was confirmed this is needed so that building can be zoned with multiple activities happening independently and concurrently.</p> <p>It was highlighted that the terminology of 'phases 1,2 and 3' may be unclear when shared publicly. It was agreed that referring to specific actions from each phase may not be unhelpful as we haven't quite determined what will be in each phase, but OK to share there will be a general phased approach to moving in.</p> <p>Query of why the furthest room to the entrance is identified as the biggest security risk. Confirmed this is because to get there you need to be given access to many areas of the building. Staff offices will therefore be based in these locations. Concern raised that this could present a personal safety risk if working in the building alone. This could also be a fire risk. We may need to have a temporary approach until suitable safety precautions are in place.</p> <p>The building will be able to be zoned so should be able to allow safe use of building by different groups.</p> <p>The items costed to date are purely items highlighted by recent quinquennial report. There will be money to spend in future years for general maintenance, estimated at <b>24.5k</b> per year.</p>	
2.2	<p><u>Outline of funding for move to 279</u></p> <p>MS presented the 'Funding 279' document.</p> <p>JS shared he has met with diocesan communications and fundraising lead who is keen to help with the fundraising project. He may be able to</p>	

	<p>link us with a foundation that could provide us with a six-figure sum for the building. JS to take ownership of helping fund 279 and ensure it doesn't conflict with LYN fundraising.</p> <p>WM to chat to a fundraising professional (friend) to discuss fundraising strategy - to present back to PCC.</p> <p>May need to reconsider what money is spent on upkeep of the park site if it will no longer be used - feeling is that guttering still needs to be fixed but other items may not be necessary.</p> <p>MS shared that the funding budgets have been created with conservative mindset with medium-high estimates used. The hope is that the reality will be better than planned.</p> <p>PCC discussed what controls they will have to sign off on works. 279 team to report back to PCC with suggestions for controls and sign off thresholds.</p> <p><b>Proposal: PCC receives work on 279 and recommends that the delivery team on 279 take this work forward with the architect.</b>  <b>Proposed: JS</b>  <b>Second: GB</b>  <b>Vote: Unanimous</b></p>	<p><b>WM</b></p> <p><b>WB, JS, WM</b></p>
<b>3</b>	<b>Building Strategy</b>	
3.1	<p><u>Freehold of Hall at Park</u></p> <p>Wayne presented building strategy 2023. Key message is that it's not worth selling the Park site as one big site. Consultants have recommended selling the garden site without planning. The hall is most constricted in planning terms - only has value as community asset as planners would prevent it being pulled down or changed use. The church building could fetch up to <b>£1.8 million</b> as development and the consultants suggest this could be worth exploring.</p> <p>Suggestion is to sell garden land as soon as possible. Retain hall in short-term and explore the use of the church building (kingdom or non-kingdom).</p> <p>WB will lead a team exploring options for the church building, including kingdom possibilities. First step is to confirm who owns the church building - parish or diocese. If the diocese owns it then B&amp;A will still receive a third of the sale value. JS highlighted that it's unlikely we'll find a church that could afford to buy the church building and hall, even if we provided a reasonable discount.</p> <p>JS suggested we also consult with Andy Street, chair of Christian Action Bristol (and who first connected us with HBC) to consult with on decisions regarding the Park Site (Hall and Church).</p>	

<p>3.2</p> <p>3.3</p>	<p><u>Sale of Garden land at Park</u> Proposal to be sent on email - to sell garden land and use Burston Cook as agents. [done 20/2/23]</p> <p><u>Next steps regarding Church at Park</u> <b>Proposal for small team (WM, WB and Andy Street as external advisor) to:</b></p> <ul style="list-style-type: none"> <li>• pursue purchase of freehold</li> <li>• explore ownership of the church with the diocese</li> <li>• find options for selling the hall and church.</li> </ul> <p><b>Proposed: JS</b> <b>Seconded: GB</b> <b>Vote: Unanimous</b></p>	<p><b>WB, WM</b></p>
<p><b>4</b></p>	<p><b>Staffing</b></p>	
<p>4.1</p> <p>4.2</p>	<p><u>Maternity Cover for Kate Soar (Communications)</u> Wayne outlined maternity cover the need and cost. Role to be advertised.</p> <p><b>Proposal: To advertise maternity cover communications role.</b> <b>Propose: GB</b> <b>Seconded: JP</b> <b>Vote: Unanimous</b></p> <p><u>Project Administrator for 279 Move</u> The PCC discussed the need for a Project Administrator role and the role description that had been shared with them. GB questioned whether we should be getting a more experienced PM (with higher salary) to take on a more responsible role for the move - concern that we are undervaluing the role. JP highlighted that it is a relatively small project and that the building team will manage much of the project.</p> <p><b>Proposal: Advertise role of project administrate with recognition it may need to be scaled up.</b> <b>Proposed: JS</b> <b>SEconded: MH</b> <b>Vote: Unanimous (except abstention from SM)</b></p>	<p><b>WM</b></p>
<p><b>5</b></p>	<p><b>Playbook 2023</b></p>	
<p>5.1</p>	<p><b>JS presented playbook to PCC.</b> Playbook to be amended so it clearly states it is to be updated weekly, shared with wardens fortnightly, and shared with the PCC at their meetings.</p> <p>MH questioned whether environment credentials should be put in playbook. It was agreed this will be added to the standard objectives.</p> <p>Diversity aspect question over whether it was too broad. Should bringing in more young people be a separate item. WM agreed to restructure the</p>	<p><b>JS</b></p> <p><b>WM</b></p>

	<p>Playbook for clarity (moving diversity aspects of 4 into 5 - 4 becomes Becoming more young.)</p> <p>JS highlighted the need for young worker that that a job description for this role will be created by next PCC. [emailed 1/3/23]</p>	
<b>6</b>	<b>Finance</b>	
6.1	<p><u>Overview of the 2022 accounts</u></p> <p>WM presented financial situation. Finances are healthy. JS to create role description for LYN administrator (to come from LYN fund).</p> <p>Kitchen apprentice has been recruited and due to start soon.</p> <p>ENDS</p>	<b>JS</b>